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Library Trustee Minutes 06/02/2009

Robbins Library Board of Trustees
Minutes
June 2, 2009

Call to Order

The meeting was called to order at 6:38 p.m. Attending were trustees Heather Calvin, Katherine Fennelly, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was the Library Director, Maryellen Loud.

Focus Group Session – Long Range Plan

Before the regular business of the board began, trustees functioned as a focus group, with Ms. Loud acting as facilitator. Trustees answered questions that were posed to the two focus groups that met in April as well as provided feedback on the results from those sessions. Topics ran the gamut from the general to the specific, from a philosophical view of the role of the library in the community to the smallest of details and included the facility, both interior and exterior, the collections, programs, hours, computers, media usage, the library website. Each trustee described aspects of the library bringing the most value as well as areas/issues causing major frustrations. Also discussed were possible services or features they would most appreciate as well as suggested changes to make the library more relevant.

Ms. Loud discussed the two-day planning retreat to be held at the Robbins House with the facilitator from NELINET on June 11 and 12. Ms. Fennelly, Ms. Muldoon and Mr. Murphy will attend at least the first session.

Approval of Minutes

The minutes of the May 12 meeting were amended to note that Joyce Radochia was absent. Also, the library accepted the donation from the law firm of Keshian and Reynolds of a sculpture of Socrates. The minutes were approved as amended.

Community Time

No members of the community were in attendance.

Director's Report

Ms. Loud briefed the board on the rental of the Reading Room for events, circulation desk coverage, and staffing issues.

Ms. Loud recommended changing the hours at Fox on Wednesdays from 1 – 9 to 12 – 8, as the hour from 8 – 9 is very quiet and it is anticipated that usage from 12 – 1 will be much heavier. Ms. Muldoon moved that this change be made; Ms. Radochia seconded the motion; the board approved. Ms. Loud will submit this request to the Town Manager.

Ms. Loud recommended re-opening the Children's Room on Thursday nights in the summer, as the library closes at 5 on Fridays, and is closed on weekends throughout the summer. Ms. Kennedy-Pfister asked about the practice of closing the library in the summer, and Ms. Loud reviewed the 40-year history of this tradition.

Ms. Gandek-Tighe moved that the Children's Room be open on Thursday evenings in the summer; Ms. Kennedy-Pfister seconded the motion; the board approved. Ms. Loud will submit this request to the Town Manager.

The Arlington Cultural Council has invited Ms. Loud to attend their meeting on June 16 at 7:30 p.m. to discuss issues of common interest. Since Ms. Loud is unable to attend she asked if any trustee was available. She will forward the e-mail to the trustees.

FY2010 Budget Update (Tentative)

Since Town Meeting will adjourn before the state budget is finalized, the budget recommended by the Finance Committee may not be a permanent one. Although the Finance Committee supports funding 100% of the personnel budget, the positions that are currently frozen **may** remain that way. Ms. Loud discussed personnel issues with the board, including the need to hire someone temporarily for Fox since Pam Watts-Flavin, the Branch Librarian is now Acting Head of Children's Services. Also, the expense portion of the library budget may be cut.

Fundraising

As Ms. Gandek-Tighe left the board meeting temporarily in order to attend a portion of the Friends of the Library meeting to discuss fundraising issues with that board, Ms. Fennelly reported on the Sunday hours fundraising. The trustees are coordinating with the Friends in this effort. Step one of the library board's fundraising involves individual drives to raise funds for particular wants/needs, such as the very popular Sunday openings. Step two takes a broader, longer-range view and planning. Coordination and cooperation among the Friends of the Library, the Friends of Fox Library, and the board of trustees is desirable.

Preliminary Discussion of FY2010 Administrative and Trustee Objectives

Trustees discussed with Ms. Loud the possibility of including some of the suggestions made by the focus groups, particularly those that could be implemented prior to FY2011. (instead of relatively easily) Young adult programming, lighting, elder programming, e-mailing the newsletter, and expanding the use of technology are some of those mentioned.

Ms. Loud will ask the town if it would be willing to do a building audit on the library to determine what will need doing in the future.

Russell Fund Summer Program Request

Before voting on the request trustees discussed the planning complications that are particular to summer programming. Ms. Kennedy-Pfister moved that \$3,400 be appropriated from the Russell Fund for summer programs; Ms. Calvin seconded the motion; the board approved.

The Art Collection policy and Policy Review will be deferred to a future meeting.

Election of Officers

Ms. Kennedy-Pfister moved to suspend the trustee bylaws; Ms. Calvin seconded the motion; the board approved.

Ms. Muldoon and Ms. Radochia presented the following slate of officers for FY2010:

Chairman – Katherine Fennelly

Vice Chairman – Kathryn Gandek-Tighe

Trust Fund Liaison – Barbara Muldoon

Ms. Radochia moved acceptance of the slate; Mr. Murphy seconded the motion; the board approved.

Other

Ms. Radochia updated the trustees on the Margaret H. Spengler Memorial Committee,

The trustees reviewed highlights of the Annual Report and approved the revised format.

Ms. Loud will speak with Town Counsel for clarification regarding the role of the Board of Selectmen when the library receives gifts.

Stephen Gilligan, the town Treasurer, is trying to schedule a meeting with the new financial adviser regarding investment management. Any interested trustee may attend. Mr. Murphy will be attending.

Date of Next Meeting

The next meeting will be on August 11, 2009 at 7:15 p.m.

Adjournment

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Joyce H. Radochia